

# Edgeworth Child Care Centre Inc.

## Educators and Other Staff Orientation Policy

### Aim

All new Educators and other Staff will receive an orientation to the Education and Care Service and their position, which will provide them with introductions, clear expectations about their working arrangements, job descriptions and explanations about the operations, philosophy, policies and procedures of the service where possible before commencement of their duties.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
National Quality Standards 2011

### Who is affected by this policy?

Educators  
Staff  
Management

### Implementation

Before commencement, all new Educators and other Staff will meet with the Approved Provider/Nominated Supervisor who will:

- Show the new Educators or other Staff around the Education and Care Service and provide introductions to the other Educators and Staff.
- Provide the new Educators or other Staff with a copy of the Staff Handbook which includes the service's philosophy, and highlights relevant policies and procedures in relation to the staff member's role e.g. Equal Opportunity Legislation, Confidentiality, Records, Work Health and Safety, Staff Appraisal, and Grievance Procedures.
- Discuss and highlight relevant and important aspects of the Staff Handbook such as Service philosophy, Work Health and Safety, Child Protection Policy, Grievance Procedures, and allow Educators and other Staff to familiarise themselves with the procedures and policies.
- Show Educators and other Staff members the location of where the Service's Policy and Procedures Manual, Regulations, and Award/Industrial Agreements are kept, and advise that they are available at all times.
- Induct and train the staff member with relevant procedures and techniques in relation to Work Health and Safety and Child Protection responsibilities.
- Provide the new Educators or other Staff with relevant forms in relation to taxation, superannuation, and payment of salary.
- Advise the new Educators or other Staff about the service's management structure and their lines of responsibility and communication with management.
- Provide the new Educators or other Staff with their Job Description and discuss their working arrangements and the service's expectations of them.
- Clarify any questions in regard to the employee's contract of employment.
- Allow the new Educators or other Staff to spend some time in their designated work area so they may be introduced to the children, parents, and other staff.

- At the end of their first week of employment the Approved Provider/Nominated Supervisor will meet with the new Educator or other Staff to clarify their role further and address any questions the new employee may have.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

## Sources

Children's and Young Persons (Care and Protection) Act 1998  
Children's Services Award 2010  
Educational Services (Teachers) Award 2010  
National Employment Standards  
Federal awards [www.fairwork.gov.au](http://www.fairwork.gov.au) Retrieved 26 10 16  
Fair Work online [www.fairwork.gov.au](http://www.fairwork.gov.au) Retrieved: 26 10 16  
Work Cover NSW [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) Retrieved 26 10 16  
Staying Healthy in Child Care 5<sup>th</sup> Edition  
Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Guide to National Quality Standards 2011  
Australian Children's Education & Care Quality Authority  
NSW Department of Education

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 26 October 2016

Date for next review: October 2017